



Department
for Education

2013 Secondary School Performance Tables

KS4 June Exercise Troubleshooting and Additional Information

Version 1.0

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SECTION 1 – STATEMENT OF INTENT

1. Details of the content of the 2013 Tables are set out in the ‘Statement of Intent’ which will be made available at:
<http://www.education.gov.uk/schools/performance/>

SECTION 2 - PUPILS RECENTLY ARRIVED FROM OVERSEAS

2. Pupils can be removed from our calculation of performance measures if:
 - they were admitted to an English school for the first time on, or after, the start of the 2011/2012 school year (considerations can be made where a pupil has been placed at another school for an interim period while awaiting immigration status); and
 - they arrived from overseas prior to their admission; and
 - English is not an official language of the country they came from
3. Where your requests meet the criteria set out above, these will be accepted provisionally with final decisions posted on the September results checking website.

Please Note:

4. Over the last three years, the countries for which we have rejected the most amendment requests have been Gambia, Ghana, Malawi, Nigeria, Uganda, Zambia and Zimbabwe.
5. While we appreciate that some children may speak a tribal language, these countries have reported that their official language is English, so requests will be automatically rejected in these cases.

SECTION 3 - DUALY REGISTERED PUPILS

6. Dually registered pupils should be counted, for the purposes of the Tables, at the maintained school where they are recorded on roll at the time of the January/Spring pupil module of the Schools Census.
7. Pupil referral units and hospital schools are not reported separately in the Tables, so pupils’ results will count back to either the maintained mainstream school or the non-hospital special school where they were on roll at the time of the pupil module of the Schools Census.
8. Where a pupil is dually registered between a mainstream school and a non-hospital special school, their results will be counted back to the non-hospital special school.

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9. Where a pupil is dually registered with two non-hospital special schools, the schools themselves will need to agree on the school to which the pupil should be assigned.
10. For further clarification please see the table that follows.

Dually registered pupils should be counted on the roll of only one school according to the following table:					
Mainstream School	PRU	Non-Hospital Special School	Hospital Special School	Assign Pupil to	Reason
✓	✓			Mainstream school	PRUs not reported separately in Tables
✓		✓		Non-hospital special school	Special schools are reported separately in the Tables
✓			✓	Mainstream school	Hospital schools not reported separately in Tables
	✓	✓		Non-hospital special school	PRUs not reported separately in Tables
		✓	✓	Non-hospital special school	Hospital schools not reported separately in Tables

SECTION 4 – TREATMENT OF PERMANENTLY EXCLUDED PUPILS IN PERFORMANCE TABLES

A. Excluding School

11. If the pupil is permanently excluded before the January census date and is on roll at another school then the pupil and their results are not counted at the excluding school.
12. If the pupil is permanently excluded before the January census date, has

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results, but isn't on roll of any school. The excluding school can ask during the Tables data checking exercise for the pupil and their results to be attributed to them. All such cases will be forwarded to the Department for Education for investigation.

B. Importing School

13. If a pupil is admitted to a maintained school following permanent exclusion from another maintained school after the 1st September 2011 (for the 2013 tables, i.e. in the last 2 academic years) and is recorded on the school's roll in the January census, then the pupil and their results are not counted in the importing school's data, but are included in Local Authority and national data. This reflects a recent change to school level data – previously the pupil's results were counted at school level but the pupil was removed from the school's 'number on roll' figures. During the September Checking Exercise the school may request the pupil and their results be attributed to their school.
14. If the pupil is on roll at the January census but doesn't meet the criteria above then the pupil and their results are counted at the importing school.
15. If the pupil is admitted to the importing school after the January census then the pupil and their results are not counted at the importing school.

SECTION 5 - PUPILS ALSO STUDYING PART-TIME AT COLLEGE

16. If a pupil is registered as a full-time pupil at your school but is also studying at a college, all of their results should be included in the Tables entry for your school.

SECTION 6 - 'ADD-BACK' OF PUPILS WHO LEAVE SCHOOL BEFORE INCLUSION IN THE KS4 TABLES

17. It is important that schools continue to be held accountable for all pupils of compulsory school age so that they continue to strive to achieve the standards expected at KS4. Therefore, if any pupils aged 15 but not shown as being at the end of KS4 leave a school before being counted in the Tables (e.g. to complete a vocational course at an FE college) then we will count that pupil's achievements back to the school at which the pupil was on roll when they were of compulsory school age even in cases where they do not continue in education. This both ensures schools are rewarded for their efforts (e.g. where a course is embarked upon while in the school) and protects against low expectations for pupils on a slower track.
18. **All pupils aged 15 or over recorded in Year 10 this year, will be reported against the school next year.** All pupils that were aged 15 or over last year and in Year 10 then, have been reported against schools this year under the

add-back rule.

SECTION 7 - REMOVING PUPILS COUNTED IN SECONDARY SCHOOL KEY STAGE 4 PERFORMANCE TABLES CALCULATIONS

19. Pupils on roll on the 17 January 2013, who are shown as being at the end of KS4, will be included in the school's Performance Tables calculations unless specific conditions are met. Pupils can be removed from the roll of the school for the reasons given below:
- a pupil who has recently arrived from overseas and English is not their first language and who meets the criteria set out in section 2;
 - a pupil who transferred to a school outside England between 17 January 2013 and the commencement of exams;
 - a pupil who is dually registered with another school - see section 3;
 - a pupil is deceased; or
 - a pupil who has been admitted following permanent exclusion from a maintained school and who meets the criterion set out in section 4.
20. There may be other circumstances when you feel it is appropriate to request an adjustment to the number of pupils at the end of KS4. To request this adjustment you should select the '**Other**' option on the 'Remove Pupil' page.
21. Please note that requests will not be accepted in the following circumstances:
- where the pupil had been excluded after 17 January 2013 (results should be transferred in from the new school in September);
 - where the pupil left or moved to another school in England between 17 January 2013 and the commencement of exam (results should be transferred in from the new school in September);
 - where the pupil suffered long or short term illness and failed to sit all or some exams;
 - where the pupil was attending an FE college full or part time or receiving education otherwise than at school;
 - where the pupil has left to re-sit exams at an FE College;
 - where the pupil was a persistent non-attender;
 - where the pupil is on roll but having Home Tuition; and
 - pupils from Traveller families.

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22. Please ensure that you have supplied all the necessary information to enable a decision to be taken, otherwise your request may be rejected on the grounds of insufficient information. Final decisions rest with the DfE.
23. Any pupils in their final year of compulsory schooling (i.e. reaching the age of 15 or above after 31 August 2012) that have been declared not at the end of KS4 because they are in Year 10 will be removed from roll for this year's Tables. Once they complete their KS4 studies, they will be attributed to your school, in next year's Tables.
24. Any pupils aged 15 and above who were on roll in Year 10 during the 2011/2012 academic year, but who left without completing KS4 studies, have been reported against your school under the add back rule. Schools should not attempt to remove these pupils.

Adding a missing pupil

25. You will not be able to add pupils missing from the pupil list during this exercise, but will be able to make these changes in September.
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SECTION 8 - FREQUENTLY ASKED QUESTIONS

General

Q1. Which pupils are reported in the secondary school (KS4) tables?

A1. The Secondary School (KS4) Tables report on the achievement of all pupils at the end of KS4, regardless of age (i.e. all pupils in National Curriculum Year 11) and who were on roll at the time of the Spring Schools Census undertaken on 17 January 2013.

Q2. Where age is specified, on what date is this age calculated?

A2. Age is calculated as at 31 August 2012, and the majority of pupils at the end of KS4 will be age 15.

Q3. How long will I be able to record changes to pupil characteristics or remove pupils from number on roll on this website?

A3. The website will remain open from Monday 17 June until 5:00pm Monday 1 July 2013. Further changes to pupil characteristics or requests to remove pupils from number on roll can be made during the September results checking exercise.

Q4. Why do I need to provide information now when I can do so in September?

A4. Providing the information in June will increase the accuracy of your school performance indicators for September and therefore reduce checking burdens in September.

Q5. What do the symbols in the 'Status' column on the 'Pupils' list represent?

A5. Pupils partially or completely excluded from the calculations will be indicated by the symbols in the status column. Hovering on the symbol will give a fuller explanation for the individual pupil. Pupils not marked with either symbol are fully included in the calculations. You can apply for an excluded pupil (from the calculations) to be included if they are at the end of KS4 in 2013.

Changes to Number on Roll

Q6. How do I add a pupil not listed on this website?

A6. This cannot be requested in June. If you wish to request the addition of a pupil at the end of KS4 that is not already listed on this website, you can do so during the September results checking exercise. Please note that pupils at the end of KS4 who are aged 17 or over are not automatically in the Tables data.

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You can request the additions of these pupils and their results in the September results checking exercise.

Q7. When will I be notified of decisions on requests to remove pupils at the end of KS4 from the roll?

A7. On submitting your request you will receive either automatic accept or pending decisions. This is to acknowledge the receipt of evidence submitted online. However, final DfE decisions on any requests that are accepted or pending will be posted on the September results checking website.

Q8. I have pupils recently arrived from overseas whose first language is not English, when can I submit requests to remove these pupils?

A8. If they are at the end of KS4 you can submit the request via this website by 5.00pm Monday 1 July 2013 or in the September results checking exercise. Please see section 2 for further details.

Q9. I have a pupil who recently arrived from overseas who had a temporary placement at another school while awaiting confirmation of immigration status. Can I remove this pupil from roll?

A9. Yes, as long as they meet the overseas criteria set out in section 2 you can submit the request via this website by 5.00pm Monday 1 July 2013 or in the September results checking exercise.

Q10. A pupil aged 15 has not completed KS4 but is shown as being in Year 11. How do I remove this pupil?

A10. If the pupil is not at the end of KS4 then you will need to correct the Year Group for the pupil. On the pupil amendment page you will need to amend the Year Group to 10 and select removal reason 'Other reason' and give your explanation as to why you wish the pupil's year group to be amended from Year 11 to Year 10. All pupils aged 15 that are reported as being in Year 10 this year will be reported against your school next year as an add back in line with Tables' policy to ensure that schools remain accountable for all pupils in their final year of compulsory school education.

Q11. A pupil aged 15 has not completed KS4 but is shown as being in Year 10 what action should I take?

A11. No action is required – the pupil will not be reported in KS4 totals this year. They will be reported in the KS4 totals for this school next year.

Q12. Why does a pupil who was in year 10 last year but left the school roll before 17 January 2013 show on the listing?

A12. Where a pupil was aged 15 or over and in year 10 in 2012 and is no longer on

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the school roll in 2013, that pupil will be counted back to your school and will be shown as being in Year 11. The symbol showing partial inclusion will appear next to such a pupil's name to show the pupil is an add-back from last year.

Changes to Pupil Characteristics

Q13. Which pupil characteristics can be amended?

A13. In the June Checking exercise you can amend the following: Date of Birth, SEN Status, Admission Date, Year Group, Ethnic Code Group and First Language Code. **Note that all pupil characteristics must be as at 17 January 2013.**

Q14. Where can I find my "Ever 6 FSM" and CLA data?

A14. Data for "Ever 6 FSM" (Free School Meals) and CLA (Children Looked After) is currently being collected. This data will be available for viewing in the School Results September Checking exercise.

Q15. SEN pupil characteristics have changed since the school census in January. Should I update the SEN characteristics to the latest values?

A15. No, pupil characteristics, such as SEN etc. should be reported as at the date of the school census taken on 17 January 2013.

Q16. Should I add the missing SEN status, postcode etc for pupils who are flagged as add-backs or dual registered?

A16. No. These details have been deliberately omitted.

Q17. Can a pupil's name be changed during this exercise?

A17. No. Changing a pupil's name at this point can cause problems in matching exam results to pupils. Names can be changed in September.

Q18 Which SEN category applies to my Gifted and Talented pupils?

A18. Most Gifted and Talented pupils would have no SEN in the context of the Tables. The law defines children with SEN as being those who have a learning difficulty which makes it significantly more difficult for the child to learn than their peers, or those who have a disability which makes it difficult for them to access the schools generally available in their area. Neither of these definitions would cover children who are able, gifted and talented although there may be a very small number of children who are Able G&T and also have SEN.

New Mobility Rules

Q19 What are the Non Mobile Pupil Indicators?

A19 These report on performance and progress of pupils who have been in the school for 2 years or more. It is important that you check pupil admission dates to ensure that we count the correct pupils for this indicator.

Security

For Security questions please refer to the Security Document available on the '**Documents**' section of the website.